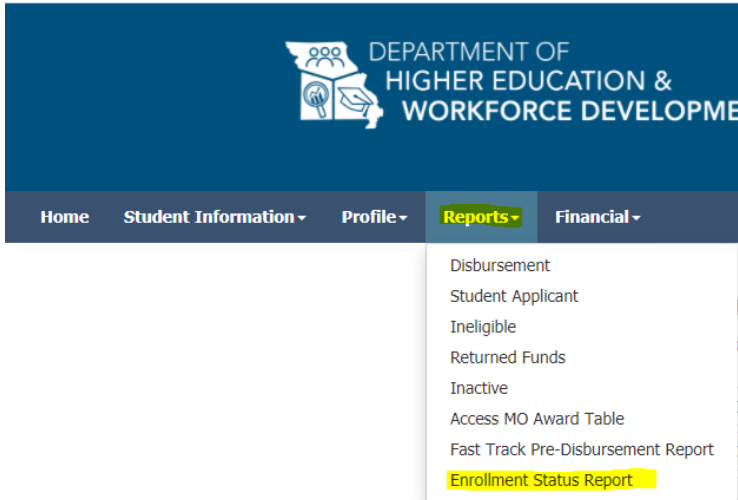# Enrollment Status Reporting Guide
March 2021

Process Overview

Please read this document in its entirety before proceeding with these steps.

1. Access the **Enrollment Status Report** from the Reports menu in FAMOUS.

2. Ensure the appropriate academic year is selected in the **Academic Year** drop-down menu. FAMOUS defaults to the current academic year.

3. Select the appropriate reporting period from the **Reporting Period** drop-down menu (see the *Reporting Periods* section below).

4. OPTIONAL: Enter a student's full or partial name or Social Security number and click the Search button to retrieve a particular student.

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Fast Track Enrollment Status Report
* Indicates a required field.

* **Academic Year:**	2020-2021
* **Reporting Period:**	09/03/2020 - 03/06/20
Finalize:	No
Filter By:	jones, t

Enter full or partial SSN or Name and press the Search button.

Search

5. Click the **Search** button. This is required whether you are retrieving the full list or using the filter to search for a particular student. The list of students (or the filtered student) will display.

SSN	Last Name	First Name	Enrollment Status	Degree Type	Status Date
	BAILEY	ROBERT			
	WILSON	JILLIAN			
	RIVERA	AUGUSTINE			

6. Select the appropriate enrollment status from the **Enrollment Status** drop-down menu.
    a. If Graduated from program is selected, the Degree Type drop-down menu will become enabled. Select the appropriate certificate or degree from the menu.

*Enrollment Status	*Degree Type
Graduated from program	

7. Enter the date the student entered this status in the **Status Date** field:
    a. *At least half-time Fast Track program* – Enter the date the status is being reported.

    b. *At least half-time non-Fast Track program* – Enter the date the status is being reported.

    c. *Deceased* – Enter the date of death.

    d. *Graduated from program* – Enter the graduation date.

    e. *Less than half-time*
        i.   If the student was enrolled less than half-time for the entire reporting period, enter the date the status is being reported
        ii. If the student was initially enrolled at least-half time but dropped to less than half-time within the reporting period, enter the date of the change.

f. *Not Enrolled* – Enter the date the status is being reported.

g. *Withdrawn* – Enter the withdrawal date.

8. Save or Finalize the report (see **Submitting the Report** section below).

Reporting Periods

Enrollment reporting will happen in three cycles each academic year, roughly following standard summer, fall, and spring terms. Each reporting period will typically include the students who received their first Fast Track disbursement within the reporting period, as well as those students who were carried over from the previous reporting period (see the **Students on Subsequent Reports** section below). However, for the 2020-2021 academic year the reporting period dates have been adjusted to accommodate the March release of this new report and to ensure that all students paid to date are available for reporting.

Reporting Period 1: 06/30/2020 – 08/31/2020

Reporting Period 2: 09/03/2020 – 04/01/2021

Reporting Period 3: 04/05/2021 – 05/31/2021

Likewise, the current reporting period, Reporting Period 2 from 09/03/2020 to 04/01/2021, will include all of the students who received a Fast Track disbursement from January 2020, when the first Fast Track disbursements were made, through the end of the reporting period on April 1. ***Institutions will begin reporting with Reporting Period 2 since Reporting Period 1 is closed***.

There will be a few days between reporting periods to ensure that required processes have sufficient time to run. Any students whose first disbursement occurs between reporting periods will appear on the next period's report. For example, for 2020-2021, Reporting Period 2 ends April 1 and Reporting Period 3 begins April 5. If a student receives their first Fast Track disbursement on April 2, the student will appear on the report that begins April 5.

Submitting the Report

Institutions can report and save students' enrollment statuses throughout the reporting period. However, the report must also be finalized within the last week of the reporting period. This allows institutions to conduct a final review to ensure everything is correct before locking in the statuses and

status dates. While updating enrollment statuses throughout the reporting period is optional, the report *must* be finalized by the last day of each reporting period.

It is important to note that each time a student's status is saved, the student will receive a text or email notification and the information reported will appear in the Student Portal. In addition to providing the student with information about their status at the earliest possible date, this also gives them the opportunity to identify an error, as well as to verify it has been corrected, if applicable. However, once the report is finalized the Enrollment Status Report can no longer be updated. As a result, it is extremely important that the final information reported is accurate.

Two messages will appear on the FAMOUS home screen to remind institutions the reporting period is coming to a close and of the need to finalize the report.

The first message appears two weeks before the end of the reporting period:

The second messages appears one week before the end of the reporting period:

Finalized reports are available for viewing by selecting the appropriate academic year/reporting period combination. However, as mentioned above, updates cannot be made to finalized reports.

Students on Subsequent Reports

Whether a student is carried over to a subsequent report depends on the previous enrollment status reported:

1. *At least half-time Fast Track program* – The student <u>will</u> appear on the next period's report.

2. *At least half-time non-Fast Track program* – The student will have 12 months from the end date of their last payment period to re-enroll at least half-time in a Fast Track program and <u>will</u> appear on subsequent reports until the 12 months expires or a different status is reported.

3. *Deceased* – The student <u>will not</u> appear on any subsequent reports.

4. *Graduated from program* –
   a. The student <u>will not</u> appear on any subsequent reports if they have received a bachelor's degree.
   b. The student <u>will not</u> appear on any subsequent reports if they received a credential lower than a bachelor's degree and have reported to MDHEWD that they do not plan to re-enroll at least half-time in a Fast Track program.
   c. The student <u>will</u> appear on subsequent reports if they received a credential lower than a bachelor's degree and have reported to MDHEWD that they plan to re-enroll at least half-time in a Fast Track program.

5. *Less than half-time* – The student will have 12 months from the end date of their last payment period to re-enroll at least half-time in a Fast Track program and <u>will</u> appear on subsequent reports until the 12 months expires or a different status is reported.

6. *Not Enrolled* – The student will have 12 months from the end date of their last payment period to re-enroll at least half-time in a Fast Track program and <u>will</u> appear on subsequent reports until the 12 months expires or a different status is reported.

7. *Withdrawn* – The student will have 12 months from the end date of their last payment period to re-enroll at least half-time in a Fast Track program and <u>will</u> appear on subsequent reports until the 12 months expires or a different status is reported.

Students who transfer will appear on the report of the institution they transfer to. They will no longer appear on subsequent reports for the institution from which they transferred, although they will continue to display on previous reports. FAMOUS uses information that the student reports through the portal to determine which institution's report includes the student.

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Contact Us

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